

The Leased Facilities Division plans, coordinates, and administers a program for centralized management and operation of assigned DOD leased buildings in the Washington DC area.

We are dedicated to providing a safe, healthful work environment in which tenant agencies can conduct mission objectives.

Full Service Lease Administration

- 24 Hour On Call Response
 - Service Calls
 - Custodial
 - Recycling
- Heating / Air Conditioning
 - Safety / Environmental
 - Security Coordination
 - Parking Information
 - Conference Facilities
 - Alterations
 - Project Management
- Moving / Loading Dock Coordination
 - Occupant Emergency Program Coordination
- Publication of "Welcome to" Guides

Call to Find Your Facility Solutions!



Leased Facilities Division

Director703-604-5730

Alexandria Area703-325-1694

Crystal City Area703-607-2178

Falls Church Area703-681-7711

Rosslyn Field Office703-588-6882

24 Hour Emergency...703-697-1001

To determine what Area Office services your building, contact the Director's Office during normal work hours or call 703-697-1001 for emergency response at all other times.

For Additional Information About Our Services, Please Visit Our Website at:

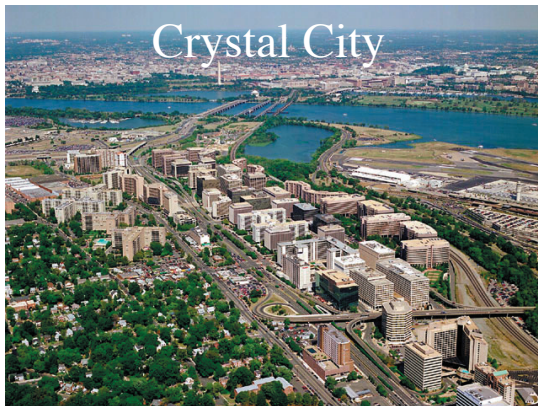
<http://www.dtic.mil/ref/BuildingSpace/Leased.htm>



Leased Facilities Division

**A Team Committed to Excellence.
Recognized Leadership in Real
Property Management**

*Serving
DOD Leased Facilities
in the Washington DC Area
Including the District of Columbia;
Montgomery & Prince Georges counties
in Maryland;
Arlington, Fairfax, Loudoun &
Prince William counties in Virginia,
plus the cities of
Alexandria, Fairfax, Falls Church*



Crystal City

24 Hour On Call Response

LFD provides response to DOD tenant requirements on a 24 hour basis to ensure that facility emergencies are addressed promptly. Floods, equipment failures, and power outages can be reported to an LFD representative 24 hours per day.

Central Lease Administration

LFD ensures satisfactory and timely delivery of all services due under the lease and provides "One Stop" coordination for all of your facility needs.

Service Calls

Lights, Power, Temperature & other building services. LFD provides central handling of service calls to ensure correct routing and service delivery.

Heating / Air Conditioning

Coordinates requests for Overtime service when DOD customers require service after normal building hours. Provides contract maintenance for Government-owned special HVAC equipment.

Custodial

Inspection of cleaning services and remediation of custodial problems with the landlord.

Recycling

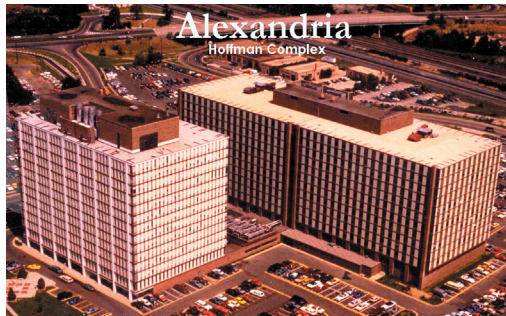
Coordinates and manages centralized recycling program for DOD customers including containers and pick up.

Moving / Loading Dock Coordination

Central scheduling of loading dock and freight elevator services. Coordination of DOD furniture / personnel moves with the landlord.

Periodic Tenant Meetings

Schedules and conducts periodic meetings with Designated Agency Contacts from each DOD agency and the landlord to discuss service delivery and quality of life issues.



Alexandria Hofman Complex

Safety / Environmental

Coordinates surveys of DOD spaces for safety and environmental problems. Coordinates remediation actions with the tenant and landlord.

Security

Coordinates security services with Pentagon Force Protection Agency and the General Services Administration.

Parking Information

Maintains and provides up to date parking information for DOD customers. Coordinates visitor and Government vehicle parking requirements.

Conference Facilities

Provides and Schedules joint use conference facilities in several locations.

Alterations & Project Mgmt.

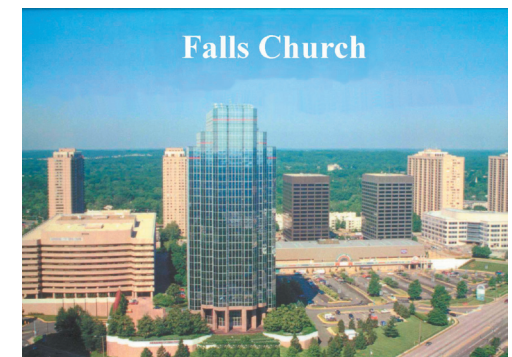
LFD is the provider of alterations services within DOD leased spaces. LFD provides project management of alterations projects including requirements review, project design, Government estimates, contract award and contract inspection to deliver turn-key service.

Occupant Emergency Program

LFD coordinates and ensures that Occupant Emergency Programs are in place at each leased facility to provide for the safety and security of DOD customers. LFD provides training and assistance in plan development and schedules annual test of the plan.

Welcome Guides

LFD compiles and publishes a series of "Welcome To" brochures designed to provide new DOD customers basic information about their assigned space and the surrounding local area and amenities.



Falls Church